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Class Specifications  
for the Class:

MILK CONTROL PROGRAM SPECIALIST  
(MILK CONTROL PROGRAM SPCLT)

**Class Distinguishers:**

Complexity: This class reflects responsibility for planning, organizing, coordinating, implementing, monitoring, and evaluating the State's Milk Control Program on the islands of Oahu and Hawaii. The Milk Control Program is responsible for achieving stability within the milk industry by eliminating unfair trade practices in the production, processing, distribution and sale of milk; promoting the economic well-being of the dairy industry by insuring the availability of an adequate supply of wholesome milk for the consuming public; establishing equitable production quotas for each producer and producer-distributor; establishing minimum prices to be paid to producers by producer-distributors and distributors to provide an adequate supply of milk and a reasonable return to the producer; licensing producers, producer-distributors and distributors in established milk sheds; and reviewing the books of accounts and records of licensed producers and producer-distributors.

Personal Contacts: The sole position in this class has significant personal contacts with top-level management and other representatives of the dairy industry and other government jurisdictions; is responsible for mediating differences between producers and processors; and represents the division/department's viewpoint on matters relating to the Milk Control Program at public hearings, board meetings, and industry-wide conferences and seminars.

Supervision Received: The work is performed under the general supervision of the Commodities Program Manager.

Full Performance Knowledges and Abilities: *(Knowledges and abilities required for full performance in this class.)*

Knowledge of: General knowledge and understanding of dairy and milk processing industry practices, terminology, cost of operations, current problems, and other factors that impact the industry; Federal regulations and State laws, rules, policies and standards pertaining to milk control; goals and objectives of the Milk Control Program; research and problem solving methods and techniques; report writing; rule-making policies and procedures; public relations; and principles and practices of supervision.

Ability to: Plan, organize and coordinate program development and staff support functions for the Milk Control Program including the development and recommendation of laws, rules, plans, policies and procedures; develop and implement program policies and procedures; provide direction and assistance to subordinate professional staff; establish Milk Control Program goals and priorities; develop program budget; read, understand and interpret complex written material, establish and maintain effective working relationships with top-level management and other representatives of the dairy industry, government jurisdictions, etc.; communicate effectively both orally and in writing, with individuals as well as groups for the purpose of obtaining/providing information; mediate differences between producers and processors; prepare written reports and correspondence; represent the division/department at meetings, public hearings, et al., on matters relating to the Milk Control Program; and supervise the work of others.

Examples of Duties: *(The sole position in this class may not be assigned all of the duties listed, nor do the examples necessarily include all the duties that may be assigned. The omission of specific statements does not preclude management from assigning such duties if such duties are a logical assignment for the position. The classification of a position should not be based solely on the examples of duties performed.)*

1. Plans, organizes, coordinates, and/or implements the wide range of activities of the Milk Control Section which is responsible for supervising and regulating milk sheds on the islands of Oahu and Hawaii. The activities include making determinations and decisions concerning producer payrolls, quota transfers, milk

delivery diversions, raw milk dumping, and school, military and other agency's milk requirements; interpreting and applying Federal regulations and State laws and rules; etc.

2. Determines program goals and objectives; formulates and implements program plans; and determines priorities to carry out the work.
3. Establishes policies, procedures, and other guidelines for the program to operate equitably and effectively; and reviews, evaluates and modifies operations to comply with industry needs.
4. Plans, organizes and implements long-range programs to ensure adequate supplies of milk, encourages industry-wide cost-saving programs to offset rising production costs; and develops innovative methods to increase the consumption of milk.
5. Monitors the dairy industry and conducts inspections pertaining to milk control.
6. Conducts investigations concerning violations or infractions of regulatory laws or rules. Assesses facts, develops and compiles evidence and secures information to ascertain violations; coordinates investigative activities with the Attorney General and other industry and/or governmental agencies; instructs and/or advises others in the performance of investigative requirements; confers with management and subordinate(s) to understand and fully discuss issues, resolve or recommend solutions to problems and explain decisions reached; and stimulate positive effort.
7. Initiates and coordinates the cooperative efforts of multiple resources to carry out the objectives of the Milk Control Act and meet the needs of the milk industry and its several component facets.
8. Researches milk control orders and programs from other states and areas; and keeps apprised of court litigations and impact on Hawaii's Milk Control Program.

9. Represents the division/department on matters regarding the Milk Control Program at public hearings, conferences, seminars, industry-wide or board meetings.
10. Mediates differences between producers and processors and other milk industry representatives which frequently involve value/cost/volume disputes.
11. Maintains regular contact with representatives of the milk industry to assess the well-being of the industry and utilizes the Milk Control Program to assist the industry.
12. Establishes and maintains effective working relationships with the news media; general public; top-level management personnel and other representatives of transportation and shipping industries, milk processing plants and producers, et al.; and management levels in government jurisdictions and with representatives of cooperatives, institutions and farm/dairy organizations.
13. Reviews processors' books of accounts and records to ensure milk received by processors are used and/or destroyed in accordance with established Federal regulations and State laws, rules, guidelines, etc.; and to ensure that milk producers are paid accordingly.
14. Conducts studies to determine new milk prices, producer payroll amounts, and license fees to be charged to producers, producer-distributors and distributors to meet the Milk Control Program's expenditures.
15. Prepares drafts of proposed rules covering minimum prices, production quotas, distribution of quotas, license fees, compensatory payments, etc., for public hearings; interacts with industry representatives and promotes understanding of the extent and impact of proposed rules; and assists with the conduct of hearings and the adoption of State rules.
16. Drafts and/or responds to proposed legislation affecting the Milk Control Program and milk industry.
17. Develops and justifies budget requests; and administers purchase of service contracts.

18. Provides technical guidance to the Economic Development Specialist IV on unprecedented, complex, or high cost problems requiring mediation and extensive interaction with several parties involved.
19. Plans, assigns, reviews and evaluates the work of subordinate(s); provides for training and development of subordinate(s); and reviews and takes appropriate action on personnel matters, including disciplinary actions, grievances, and issues relating to collective bargaining contracts.

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This is a change in title and an amendment to the specification for the class Milk Control Program Manager to MILK CONTROL PROGRAM SPECIALIST (MILK CONTROL PROGRAM SPCLT), approved on July 18, 1994.

DATE APPROVED: \_\_\_\_\_  
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Director of Human Resources Development